

Northumberland County Council

JOB DESCRIPTION

Post Title: Programmes Officer (Borderlands)	Director/Service/Sector Regeneration, Commercial & Economy Economy & Regeneration Service		Office Use
Band: Band 5	Borderlands Programme Management Office		JE ref: 4491 HRMS ref:
Responsible to: Principal Programmes Officer	Date: August 2024	Lead & Man Induction:	
Job Purpose: To lead on elements of the financial claims process, engaging with projects to ensure receipt of complete and evidenced information including receiving, logging and processing claims information including financial information. Engaging with projects to seek additional information as required. To lead on project appraisals up to a value of £1m and ensure these are in line with the Borderlands handbook and guidance for. To engage with successful and unsuccessful applicants on their proposal. Support the overall administration of the Partnership governance structures including Board meetings and reporting activity including to Partnership Board, UK Government and Scottish Government including recording formal decisions as part of public meeting where significant financial decisions are taken			
Resources Staff	No staff management; however the role will require significant engagement with stakeholders, partners and consultants to ensure that deadlines are met and information provided.		
Finance	Reviewing and processing financial information from external partners in a confidential manner for projects as part of the £350m Borderlands Inclusive Growth Deal. Accounting for expenditure within the £400,000 Borderlands revenue budget within year specifically being responsible for delivery of external contracting worth £20,000-50,000. Assessing and processing claims information for projects worth up to £20m. Preparing reporting of financial information including to Accountable Bodies and Government. This will include commercially confidential and politically sensitive information which much be managed in an appropriate manner.		
Physical	Careful use of PC and shared responsibility for other office equipment provided. Handling and processing information including high-profile, commercially confidential and politically sensitive information. Ordering and stock control.		
Clients	Provide advice, support and challenge to a wide variety of external and internal organisations in receipt of grants. This includes public sector, voluntary and community and private sector delivery partners. In this role you will need to provide appropriate test and challenge to information and seek further confirmation and clarification as required.		
Duties and key result areas:			
<ol style="list-style-type: none"> 1. Take a lead on engaging with project partners to ensure project claims are received on time and are completed in line with the requirements of the Borderlands documentation and legal and financial processes. 2. To be responsible for reviewing and assessing claim information to ensure that information is complete, eligible and in line with the funding agreement and the requirements of the Deal funders and Accountable Body requirements and financial regulations. 3. Submit information into management systems to populate reports for the Deal funders (UK Government and Scottish Government) and Partnership Governance (including Leaders and Senior Officers) 4. To complete assessments, reviews and appraisals of funding business cases, expressions of interest and applications with values up to c £1m. Assist in the completion of required legal documents. 5. Assist the work of the wider PMO team in particular the Senior Project and Programmes Officers, Principal Programmes Officer and the Performance and 			

Assurance Officer.

6. Prepare information for Expression of Interest and Call for Project documentation,
7. Contribute to budget and project planning processes this includes both short-term within the year and over the longer-term ten-year lifetime of the Deal, monitoring progress against plans throughout the year with a view to achieving set business objectives. To engage with project leads and stakeholder to ensure timely, accurate and complete financial information is received to inform these processes.
8. Develop, implement and maintain management information systems that support the aims of the project, service and the organisation. This will include a digital system for collating, verifying and reporting financial claims information to the Accountable Bodies, UK Government and Scottish Government.
9. Manage and operate information systems such as service, business or asset records, booking systems and reference materials in a manner that ensures accuracy, confidentiality, rapid access and ease of use.
10. Individually and as part of the team provide general project support; filing, handling mail, dealing with callers/visitors, timesheet reconciliation, filing, photocopying, collation, maintaining and issuing claims in accordance with grant, corporate and service standards. Be responsible for ensuring records are maintained accurately and in a timely manner.
11. Lead on elements of more complex support work to investigate, collate, record, manipulate, extract and distribute data in accordance with agreed processes.
12. Provide support for specific professional, service led or high-profile projects as directed.
13. Respond to more complex or detailed enquiries both verbally and in writing including for funding applications.
14. Provide support in the promotion of the scheme and maintain any social media platforms for the generation of grant applications and interest in the programme
15. Contribute to the induction, appraisal, training and development of less experienced colleagues, acting as coach and mentor as necessary.
16. Individually and as part of the team provide general office support, handling mail, dealing with callers/visitors, filing, photocopying, collation, fax, lamination, binding, maintaining and issuing stock in accordance with corporate and service standards.
17. Develop administrative systems in order to meet specific local requirements.
18. Attend Project Engagement Visits and Closure Visits on behalf of the PMO with grant recipients, with responsibility to take notes and ensure actions are logged and completed. For smaller projects you will lead on this activity supported by other team members.
19. Arrange meetings including with external organisations (including UK Government and Scottish Government), attending and taking accurate, straightforward notes as requested including to support funding and investment decisions.
20. Arrange corporate hospitality and organise accommodation and travel for service staff as requested.
21. Process accounts for payment, reconcile errors and omissions and liaise with suppliers as necessary.
22. Deal with external sources (clients, suppliers, public, other public bodies) resolving non-routine queries and problems
23. Prepare material for committees, working groups, team meetings including financial, politically sensitive and commercially confidential information
24. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Work Arrangements

Transport requirements: Working patterns:	Occasional need to travel to other service locations to provide cover, collect documents from Archives, attend training etc. Attend Grant meetings with applicants as required. Due to the quarterly nature of most claims there will be periods of increased activity. 37 hours per week, day work. Flexible working hours may apply if staff co-operate to provide cover. The Borderlands Team is located across the five authority areas with significant working from home.
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PERSON SPECIFICATION

Post Title: Programme Officer	Director/Service/Sector:	Ref: 4491
Essential	Desirable	Assess by
Qualifications and Knowledge		
A good general education demonstrating numeracy and literacy. NVQ Level 4 or equivalent in a business-related discipline.	A knowledge and understanding of the Directorate's services.	
Experience		
Considerable experience in a similar role covering a broad range of support tasks and procedures Experience in using office applications on a personal computer. Experience of Grant requirements Experience of project review and appraisal Experience of reviewing and assessing financial information	Previous experience of guiding and supervising others to complete tasks. Experience using Microsoft 365. Experience of working in a Partnership setting and with a range of stakeholders. Experience of working in or with local and national government	
Skills and competencies		
Writes clearly, succinctly and correctly. Able to quickly and accurately manipulate numerical data using all arithmetic functions. Ability to organise self and work without constant supervision. Skilled in using office applications on a personal computer. Able to apply technology in new work-related situations. Able to follow instructions and procedures without constant supervision. Ability to form appropriate relationships quickly. Works in a systematic and orderly manner. Knowledge of a broad range of work related tasks and procedures together with the operation of associated tools and equipment.	Advanced skills in Microsoft 365.	
Physical, mental, emotional and environmental demands		
Usually works in a seated position. Some standing, walking, stretching or lifting. Regular lengthy periods of concentrated mental attention with significant pressure from deadlines, interruptions and conflicting demands. Contact with the public may result in some emotional demands. Some exposure to disagreeable, unpleasant or hazardous conditions including handling politically and commercially sensitive information and providing appropriate challenge to project leads and stakeholders on the eligibility and validity of information.		
Motivation		
A commitment to providing a quality administrative support service. Reliable and keeps good time. Demonstrates integrity and upholds values and principles. Promotes equal opportunities and diversity in all aspects of work. Appropriately follows instructions to achieve set objectives. Works collaboratively to achieve team spirit. Adapts to change by adopting a flexible and cooperative attitude.		
Other		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits